

## **PIQUA EDUCATION FOUNDATION**

### **PRIVACY POLICY**

#### **OUR COMMITMENT TO PRIVACY**

Your privacy is important to us. To better protect your privacy, we provide this notice explaining our information practices and the choices you can make about the way your information is collected and used. To make this notice easy to find we make it available on our home page and at every point where personally identifiable information may be requested. Please note that this policy is subject to change.

The Piqua Education Foundation maintains information on donors, applicants and parent or legal guardian of applicants for the purpose of making scholarship and education grants, keeping and providing accurate financial records and disseminating information about the Foundation. Information is gathered from scholarship and grant applications, conversations, publications, correspondence, telephone calls, emails or third party sources.

This policy governs use of the information which you provide to us. It does not govern the manner in which we may use information we have obtained from any other source, such as information obtained from a public record or from another person or entity.

It is our policy to maintain the confidentiality of sensitive donor, applicant and applicant parent or legal guardian information. This information is maintained in a password protected database. Access to the database is limited to authorized users. Our server is protected by a firewall and other security measures to maintain the security and integrity of that information.

Social security numbers of donors, applicants and applicants' parent or legal guardian are maintained in the password protected database or in a locked file cabinet with access restricted to authorized personnel only, and social security numbers are redacted from any paper files in the office that are not maintained under lock and key.

We do not share information about our donors, applicants or applicants' parent or legal guardian with anyone outside the Foundation unless the individual has given us permission in writing or by email. We will honor a donor's wish for anonymity with respect to any donation to the Foundation.

#### **DIGITAL PRIVACY**

This policy applies to all information collected or submitted on the Piqua Education Foundation website. On some pages, you can apply for a scholarship or education grant, donate to the Foundation, register for events or sign up for our newsletter.

We use some applicant and applicants' parent or legal guardian information to evaluate eligibility for certain scholarship grants.

We use the information you provide about yourself when conducting a transaction to complete that transaction only. We do not share that information with outside parties except to the extent necessary to complete the transaction.

We use return email addresses to communicate with donors, applicants, applicants' parent or legal guardian and scholarship and grant recipients. The Foundation does not share or sell email addresses to anyone outside the Foundation. If you do not wish to receive email correspondence, please email your request to [pef@piqua.org](mailto:pef@piqua.org) or call 937-916-3140.

We do not use or share the personally identifiable information provided to us online except as described above.

To prevent unauthorized access, maintain data accuracy and insure the correct use of information, the Foundation has put in place appropriate physical, electronic and managerial procedures to safeguard and secure the information we collect online.

You may ask to delete any information about you at any time by emailing your request to [pef@piqua.org](mailto:pef@piqua.org) or calling 937-916-3140.

Should you have questions or concerns about this policy, please call us at 937-916-3140.

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